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APPENDIX B

NAVY PA SYSTEMS OF RECORDS NOTICE NO1640-1
INDIVIDUAL CORRECTIONAL RECORDS**SYSTEM NAME**

Individual Correctional Records
(November 10, 1993, 58 FR 59711).

SYSTEM LOCATION

United States Navy Brigs and United States Marine Corps Correctional Facilities. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices, and/or may be obtained from the Bureau of Naval Personnel (Pers 84), 2 Navy Annex, Washington, DC 20370-5084.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM

Military members confined in a naval facility as a result of or pending trial by courts-martial; military members sentenced to three days bread and water or diminished rations; and military members awarded correctional custody to be served in a correctional custody unit.

CATEGORIES OF RECORDS IN THE SYSTEM

Documents related to the administration of individual prisoners in the Department of the Navy confinement and correctional custody facilities - courts martial orders; release orders; confinement orders; medical examiners' reports; requests and receipts for health and comfort supplies; reports and recommendations relative to disciplinary actions; clothing and equipment records; mail and visiting lists and records; personal history records; individual prisoner utilization records; requests for interview; initial interview; spot reports; prisoner identification records; parolee agreements; inspection record of prisoner in segregation; personal funds records; valuables and property record; daily report of prisoners received and released; admission classification summary; social history; clemency recommendations and actions; parole recommendations and actions; restoration recommendations and actions; psychiatric, psychological, and sociological reports; certificate of parole; certificate of release from parole; requests to transfer prisoners; disciplinary action data cards showing name, grade, Social Security Number, sex, education, sentence, offense(s), sentence computation, organization, ethnic group, discharge awarded, length of unauthorized absence, number and type of prior punishments, length of service, and type release; weekly status report (each member's legal status, offense charged, length of

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time confined). On tape, the same data as the disciplinary action data card, except name, computation of sentence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM

10 U.S.C. 951 and E.O. 9397.

PURPOSE(S)

To determine initial custody classification; to determine when custody grade change is appropriate; to gauge member's adjustment to confinement or correctional custody; to identify areas of particular concern to prisoners and personnel in correctional custody; to determine work assignment; to determine educational needs; serves as the basis for correctional treatment; serves as a basis for recommendations for clemency, restoration, and parole.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

- To Federal, state, and local law enforcement and investigative agencies for investigation and possible criminal prosecution, civil court actions or regulatory order.
- To confinement/correctional system agencies for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty, and parole actions; verifications concerning military offenders or military criminal records, employment records and social histories.
- The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices also apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM

Storage: Paper records and computerized data base.

Retrievability: Name and Social Security Number.

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Safeguards: Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Computer data base is password protected.

Retention and disposal: Confinement records and reports of prisoners released or permanently transferred from the confinement facility will be disposed of as specified by SSIC 1640 of SECNAVINST 5212.5C, Navy and Marine Corps Records and Disposition Manual). Due to the frequent turnover of prisoners, files of prisoners released or transferred will be retained at the brig for 2 years and then grouped and forwarded to the appropriate Federal Records Center (FRC).

a. FRC Atlanta is the appropriate FRC for the following brigs:

(1) Ashore brigs under the area coordination of Commander in Chief, U. S. Atlantic Fleet (CINCLANTFLT);

(2) Ashore brigs under the area coordination of Commander in Chief, U. S. Navy, Europe (CINCUSNAVEUR);

(3) Ashore brigs under the area coordination of Commander, Naval Education and Training (CNET);

(4) Afloat brig on Atlantic Fleet ships;

(5) Navy Consolidated Brig Charleston; and

(6) Marine Corps brigs located east of the Mississippi.

b. FRC Los Angeles is the appropriate FRC for the following brigs:

(1) Ashore brigs under the area coordination of Commander in Chief, U. S. Pacific Fleet (CINCPACFLT);

(2) Afloat brigs on Pacific Fleet ships;

(3) Navy Consolidated Brig, Miramar; and

(4) Marine Corps brigs located west of the Mississippi.

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System manager(s) and address

- Policy Officials: Chief of Naval Personnel (Pers 84), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5084, and Commandant of the Marine Corps (Code MHC), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-0001.
- Record Holders: United States Navy Brigs and United States Marine Corps Brigs. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices, and/or may be obtained from the Bureau of Naval Personnel (Pers 84), 2 Navy Annex, Washington, DC 20370-5084.

Notification procedure

- Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the United States Navy Brig or United States Marine Corps Brigs where incarcerated. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices, and/or may be obtained from the Bureau of Naval Personnel (Pers 84), 2 Navy Annex, Washington, DC 20370-5084.
- Requests should include full name and Social Security Number and must be signed by the requesting individual.

Record access procedures

- Individuals seeking access to information about themselves contained in this system should address written inquiries to the United States Navy Brig or United States Marine Corps Brigs where incarcerated. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices, and/or may be obtained from the Bureau of Naval Personnel (Pers 84), 2 Navy Annex, Washington, DC 20370-5084.
- Requests should include full name and Social Security Number and must be signed by the requesting individual.

Contesting record procedures: The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

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Record source categories: Military personnel records; military financial and medical records; military and civilian investigative and law enforcement agencies; courts-martial proceedings; records of non-judicial administrative proceedings; United States military commanders; staff members and cadre supply information relative to service member's conduct or duty performance; and other individuals or organizations which may supply information relevant to the purpose for which this system was designed.

Exemptions claimed for the system

- Parts of this system may be exempt under 5 U.S.C. 552a(j)(2), as applicable.
- An exemption rule for this system has been promulgated in accordance with requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 701, subpart G. For additional information contact the system manager.